



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROMOTION

Vac Ann No: **DNR-06-0125-MP**
Issue Date: **9/11/06**
Closing Date: **9/25/06**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Enrollment Exam Support Assistant
GS-0303-7
Position is at the full performance level
Salary Range: \$36,671-\$47,669 per annum
Work Schedule: Full-time-Permanent
One or more positions may be filled
Competitive Service
Bargaining Unit: NTEU 243
Position Sensitivity: This is a Low Risk
position that requires a National Agency
check with Inquires (NACI)

VACANCY LOCATION

U.S. Patent and Trademark Office
Office of the General Counsel
Office of Enrollment & Discipline
Alexandria, VA

AREA OF CONSIDERATION

USPTO employees with status
DOC Surplus, displaced employees
CTAP/ICTAP Eligibles

DUTIES:

The incumbent provides support for internal (recertification of examiners and managers) and external examinations developed by the Office of Enrollment and Discipline (OED). Maintains and updates a database of questions for the examinations and tracks the status of questions. Notifies appropriate OED staff of questions needing review for possible update. Assists in the production of examination forms and interacts with contract exam provider to assure administration of the external examination using correct forms. Assists with the administration of internal examination by coordinating the production and copying of paper examinations, collection of results and production of examination related letters. Assists in scheduling review sessions of examination materials by individuals who did not pass the examinations. Provides assistance in the production and maintenance of educational materials for examiners and practitioners. Maintains records of clearance of approved educational programs. Verifies that continuing education documentation is consistent with approved programs. Provides assistance, as needed, for other OED processes including reviewing incoming applications and supporting documentation for completion and compliance with requirements, maintaining the list of registered agents, and participating in update surveys. Provides staff and public with assistance and information on OED processes and procedures, and is a point of contact for public services.

Summary of Qualification Requirements: Applicants must have had **one year of specialized experience** which has equipped them with particular knowledge, skills and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the **GS-6** grade level in the Federal Service.

Specialized experience is experience providing a variety of office and administrative support duties, which include compiling, preparing and analyzing correspondence and reports; and the maintenance of logs and files. Status applicants who have held a General Scheduled (GS) position within the last 52 weeks **MUST** meet time-in-grade requirements/ served one year at the GS-6 grade level in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

Evaluation of Qualified Candidates: will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of the statutes, regulations and policy of the USPTO in order to provide notice of changes affecting examination questions and answers and ensure accuracy of examination and education materials.



UNITED STATES PATENT AND TRADEMARK OFFICE

2. Ability to use automated work tools such as word processing, databases, spreadsheets, excel, email PALM and manual records in order to establish and maintain examination statistics and produce management information reports.
3. Ability to effectively prioritize workload and optimize work duties in a timely and accurate manner.
4. Ability to communicate orally and in writing in order to prepare examination related documents, provide statistics and other examination related data, respond to inquiries, and explain requirements.

HOW TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit an resume **OR** OF-612 (form can be assessed from the following web site: <http://www.opm.gov/forms/html/of.asp> - http://www.opm.gov/forms/pdf_fill/of612.pdf
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action.
3. Vacancy announcement number, position title and grade level you are applying for **must** be recorded on the application submitted.
4. **Statement of qualifications relating** to each of the **Ranking/Evaluation Factors**.

Applications submitted by mail with a **postmark of on or before the closing date** of this announcement will be considered **only if** **received in the USPTO, Office of Human Resources**, five (5) working days after the closing date.

FOR SPECIFIC INFORMATION CALL: David Russell (571) 272-6135 or Angelic Mack (571) 272-4180
TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV.

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1A79
550 Elizabeth Lane
Alexandria, VA 22314

GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
12. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
13. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
14. Relocation expenses will not be covered.



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The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.



UNITED STATES PATENT AND TRADEMARK OFFICE

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.